

CALIFORNIA

OCCUPATIONAL GUIDES

LIBRARIANS

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INTEREST AREA
PROFESSIONAL AND MANAGERIAL



WHAT DOES A LIBRARIAN DO?

LIBRARIANS bring order to and guide users through the vast array of information available in today's libraries. Public libraries provide services to all members of the community. School libraries serve the information and pleasure reading needs of students and faculty in elementary, middle, and high schools. Academic libraries are located in colleges and universities. Special libraries serve the demands of one specific organization such as a business or governmental agency or one field of study such as law or medicine.

Librarians perform the following tasks to ensure library patrons have the information they need:

- Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.

- Research, retrieve, and disseminate information from books, periodicals, reference materials or commercial database in response to requests.
- Acquire and manage materials in various formats to add to the library collection.
- Assist patrons in selecting books and informational material.
- Demonstrate library equipment.
- Explain how to use library facilities and procedures.
- Assemble and arrange display materials.
- Review, compile, and publish a listing of library materials, including bibliographies and book reviews.
- Manage library resources stored in files, on film, or in computer databases for research information.
- Create databases.
- Instruct staff and customers on database use in information retrieval.

The size and character of the library determine whether Librarians perform all phases of the work or engage in a specialty.

Acquisitions Librarians select and purchase books, periodicals, newspapers, films, recordings, and other types of material that make up the library collection.

Administrative Librarians supervise, direct, and coordinate library activities, programs, and services and may be known as Library Administrators, Library Directors, or Head Librarians. Their duties include hiring and training library personnel, preparing budgets, and planning public relations activities.

Catalogers examine, classify, and organize materials based on subject matter or standardized library classification systems.

Children's Librarians select materials for children, show children how to use the library, and organize and conduct story hours and film programs.

Library Media Teachers work in library media centers within the public school system in the role of information specialist, teacher, instructional partner, and program administrator to develop strategies and teaching methods promoting the integration of technology into the curriculum. They teach information literacy skills to students and staff using print and nonprint resources.

Reference Librarians direct patrons to reference sources; aid them in researching information; explain the use of equipment such as microfilm readers, computers, and copiers; and obtain requested information from data retrieval systems.

Modern technology is having an impact on the Librarian's job. Automated registration of borrowers, circulation of materials, ordering and cataloging are now common in all types of libraries. The increasing amount of information on the Internet has given research Librarians a powerful new tool in their work. Librarians still perform the same functions, but are adding some new methods of delivery.

Other library specialization includes young adult, audio-visual, bookmobile, document, medical, and legal.

WHAT SKILLS ARE IMPORTANT?

Skills, knowledge, and abilities key to success as a Librarian include the following:

- **Information Organization** – Finding ways to structure or classify multiple pieces of information.
- **Information Gathering** – Knowing how to find information and identifying essential information.
- **Service Orientation** – Actively looking for ways to help people.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work-related documents.

- **Category Flexibility** – The ability to produce many rules so that each rule tells how to group or combine a set of things in a different way.
- **Information Ordering** – The ability to correctly follow a given rule or set of rules in order to arrange things or actions in a certain order.
- **Instructing** – Teaching others how to do something.

WHAT'S THE WORK ENVIRONMENT?

Work schedules for Librarians directly serving the public may be busy, demanding, and even stressful. Answering the information needs of people and teaching them to use library resources can be taxing.

The job may require much standing, stooping, bending, and reaching. Acquisitions and Catalogue Librarians often work all day at desks or computer terminals. Constant work at video display terminals can cause headaches and eyestrain.

Membership in professional associations keeps Librarians aware of the constantly changing array of technology that is reshaping library services.

Union Membership

Librarians can belong to public employee unions.

WHAT'S THE CALIFORNIA JOB OUTLOOK?

The following information is from the occupational projections produced by the Employment Development Department's Labor Market Information Division:

Estimated number of workers in 1998:	11,000
Estimated number of workers in 2008:	12,700
Projected Growth 1998-2008:	15.5%
Est. openings due to separations by 2008:	3,000
<i>These figures do not include self-employment.</i>	

The profession of Librarian will grow slower than average compared with all occupations. Job opportunities will also arise as Librarians leave the work force. Persons with experience and training in a library specialization will have the greatest chance of being hired. In some areas, it has been difficult to fill the positions of Children's Librarian, Cataloger, Ethnic Services Librarian, Documents

Librarian, and Library Media Teachers. The State of California sometimes finds it difficult to fill positions for Librarians in State prison and California Youth Authority libraries.

Trends

The continuing demand for accurate and computer-delivered information has increased the need for Librarians with information management skills. After years of reduced library hours because of government budgets, many public libraries have lengthened their open hours as the economy and government revenues have improved. Both these factors have improved the job prospects for Librarians.

WHAT DOES THE JOB PAY?

California Earnings

Librarians 2001 Wages

Hourly wages range from	\$19.03	to	\$28.62
Average hourly wage	\$24.08		
Average annual wage	\$50,085		

Source: *Occupational Employment Survey of Employers* by EDD/LMID.

Librarian pay varies widely, depending upon the size of the library, whether the Librarian works for a private or public library, and the location of the library. Schools districts pay Library Media Teachers according to teachers' salary schedules with an additional stipend for the extra credential.

Hours

Librarians typically work a five-day, 35 to 40-hour workweek, although many Librarians work part-time or on an on-call basis. Public and academic Librarians may work evenings and weekends. Special Librarians often work normal business hours. Library Media Teachers work teachers' hours with extra pay for late afternoons and after-school work. Most other Librarians normally work 40 hours a week for the entire year.

Benefits

Benefits include holidays, vacations and sick leave, health and life insurance, and retirement plans.

HOW DO I PREPARE FOR THE JOB?

Education and Training

California public library systems usually require a master's degree in library science from a school accredited by the American Library Association. Accredited schools in California are the San Jose State University and the University of California at Los Angeles. Students in their final year serve as interns in some systems. Acceptance into a library science program usually requires graduation from a four-year college with a B average, a reading knowledge of a foreign language, and an acceptable score on the Graduate Record Examination. Applicants for special library positions must have appropriate education.

Library Media Teachers first need a teaching credential and then a school library media teaching credential, which entails the completion of a librarianship program approved by the State Commission for Teacher Preparation and Licensing. Six California schools have approved Library Media Teacher Services programs: Azusa Pacific University; California State University, Chico; California State University, Long Beach; California State University, Sacramento; Fresno Pacific University; and San Jose State University.

Licensing and Certification

There are no State requirements for licensing and certification other than the credential requirements for Library Media Teachers.

Continuing Education

Library Media Teachers must take 150 hours of continuing education every five years for credential renewal.

HOW DO I FIND THE JOB?

Direct application to employers remains one of the most effective job search methods. Applicants for Librarian positions should contact local, State and federal civil service offices, college placement offices, and the professional associations for job listings.

The California Library Association provides job listings on the Internet called Job Mart at www.cla-net.org. The California School Library

Association maintains a job hotline at www.schoollibrary.org. Openings are also listed in professional publications and newspaper classified sections. California job openings can be found at CalJOBSSM at www.caljobs.ca.gov or at America's Job Bank at www.ajb.dni.us.

For other occupational and wage information and a listing of the largest employers in any county, visit the Employment Development Department Labor Market Information Web page at www.calmis.ca.gov. Find further job search assistance from your nearest Job Service office www.edd.ca.gov/jsloc.htm or the closest One-Stop site listed on the California WorkNet site, www.sjtcc.ca.gov/sjtccweb/one-stop.

WHERE CAN THIS JOB LEAD?

Librarians can advance to administrative positions or to more specialized work. Promotions usually come with the acquisition of experience and administrative skills, knowledge of automated systems, and additional training. Advancement opportunities are greater in the larger library systems. Eligibility for promotion in civil service is based on experience. Qualified workers take written and oral tests for advanced positions.

Increasingly, Librarians apply their information management and research skills to arenas outside of libraries—for example, database development, reference tool development, information systems, publishing, Internet coordination, marketing, and training of database users. Entrepreneurial Librarians sometimes start their own consulting practices, acting as freelance Librarians or information brokers and providing services to other libraries, businesses, or governmental agencies.

OTHER SOURCES OF INFORMATION

California Library Association
717 20th Street, Suite 200
Sacramento, CA 95814
(916) 447-8541
www.cla-net.org/index.html

California School Library Association
717 K Street, Suite 515
Sacramento, CA 95814-3477
(916) 447-2684
www.schoollibrary.org

California Commission on Teacher
Credentialing
1900 Capitol Avenue
Sacramento, CA 95814-4213
(916) 445-7254
www.ctc.ca.gov

American Library Association
50 East Huron Street
Chicago, IL 60611
(800) 545-2433
www.ala.org

Special Libraries Association
1700 18th Street, NW
Washington, DC 20009-2514
(202) 234-4700
www.sla.org

American Society for Information
Science and Technology
1320 Fenwick Lane, Suite 510
Silver Spring, MD 20910
(301) 495-0900
www.asis.org

Employment Projections by Occupation
www.calmis.ca.gov/htmlfile/subject/occproj.htm

Employment and Wages by Occupation
[www.calmis.ca.gov/file/occup\\$/OES\\$.htm](http://www.calmis.ca.gov/file/occup$/OES$.htm)

RELATED OCCUPATIONAL GUIDES

Library Assistants No. 417

OCCUPATIONAL CODE REFERENCES

SOC (*Standard Occupational Classification*)
Librarians 25-4021

O*NET (*Occupational Information Network*)
Librarians 25-4021.00

OES (*Occupational Employment Statistics*)
Librarians, Professional 31502

DOT (*Dictionary of Occupational Titles*)
Librarian 100.127-014